**TEAM:** **Facilitators' Support Team**  **DATE:** May 24, 2010

*Members present*: Danka Kulikowski, Julie Lindsey, Francesca Mullazi, Jordan Small, Alicia Lewis, Jason Robinson

*Regrets:*

Minutes taken by: Alicia Previous minutes reviewed?

| **Agenda Item** | **Discussion – key points** | **Action Items** | **Person Responsible?** | **By When?** |
| --- | --- | --- | --- | --- |
| Norms or Working Agreements | * Jordan made sticky notes in very neat writing | **Working Agreements/Norms were**  Established  Reviewed or discussed  Modified *(please specify in Summary)* | Team | on-going |
| Name | Facilitators' Support Team  Five-day Critical Friends Facilitator Training  Facilitators Retreat |  | FST | done |
| Structure | Convener for each Facilitators' Support Team on each campus, known internally.  The "face" of Facilitators' Support Team is inclusive of all who have co-led an institute |  | Jordan and Francesca |  |
| SRI Winter Meeting | Draft criteria for SRI Attendance - to determine the prerequisites for attendance to help the Admin team determine who will attend |  | Danka and Julie | By September 15 |
| Faculty meeting | Secure a spot to introduce FST and facilitators to full faculty, identify others interested (have divisional people, | SCHEDULE 5 minutes at faculty meetings | Arranged by Jordan and Francesca; spoken by Divisional representatives | August |
| Additional resources and letters | Obtain access to the Board through |  |  | not established |
| building Capacity | assembling list,  Speaking with principals |  | Danka will assemble  Conveners will speak to principals |  |
| Documents | 4-6 people to provide facilitation training opportunities | Compile and assemble documents | Julie | June |
| PSU credit | determine if available for one or both sessions | decide | Jason and Alicia | May 28 |
| Prioritization | Who gets to attend the sessions? Is it prioritized to teachers? What about receptionists, principals, or substitute teachers? Attached to PSU Credit. Look at deadlines. | Discuss, decide, and prioritize | FST | Fall |
|  |  |  |  |  |
|  |  |  |  |  |

**Summary, or additional comments or concerns:**

**Administrative Action Items**

*Please include timeframes or deadlines where applicable. Urgent items should be included in the body of the email with a minimum two-day window.*

|  |  |
| --- | --- |
| Support or action needed from **Divisional Principal** | Announce the existence of the Facilitators' Support Team at (all) August opening meetings and throughout Teacher Leadership Teams. |
| Support or action needed from **Dept. Supt./Ed Programs** | JASON AND ALICIA: Define the structure for Admin Representatives for CFG Liaison Committee (AHL recommends empowering Jason with full decision-making capabilities, budget, and the like  $600 to Pro Dev Rep, 600 to each campus convener, and 600 goin to lead facilitators for each of the 5 day institutes.  Square out 5 minute VC in August for F.S.T. to introduce selves and purpose to team |
| Support or action needed from Superintendent | None, or click here to edit. |
| Other support or action needed | Identify Community Professional Rep or consultant - Francesca  Campus conveners are (PD) Jordan, and (PX) Francesca  The Convener does NOT have to be the same person as the lead institute person. |